

INSTRUCTIONS
FINANCIAL STATUS REPORT
EMERGENCY SHELTER GRANTS PROGRAM
OEO FORM 286

The ESG Program Financial Status Report (OEO Form 286) should be submitted on a monthly basis and must be received by the Office of Economic Opportunity by the 10th working day of the month following the end of the reporting period. **Reports received after the 10th working day of the month will not be processed until the next month.** Reports should be submitted directly to:

Office of Economic Opportunity
2013 Mail Service Center
Raleigh, North Carolina 27601
ATTN: ESG Program

Please type or print legibly. **All amounts reported should be rounded to the nearest dollar.** Do not exceed approved budget amounts.

Items 1, 2, 3, 4, 5, 6, 7, 8, and 12 are self-explanatory.

9. Enter the total expenditures previously reported for each component. The amounts should be the same as reported in Column 11 of the previous report.

10. Enter the current period (period covered by the report) expenditures for each component.

11. Enter the sum of the amounts shown in Columns 9 and 10.

13. Enter the difference between Columns 11 and 12.

***Enter the totals for each column (9-13).

***Matching Funds: Each contractor must match the funding provided by HUD with an equal amount of funds from sources other than those provided by other federal grants. Please enter the amounts of matching funds, as they are received during the period covered by the Financial Status Report. Matching funds listed should be in accordance with information included in the agency's funding application.

- A. Enter the total expenditures to date. (Total Column 11)
- B. Enter the total amount of cash received to date.
- C. Enter the differences between B and A.
- D. Enter cash requested.

CERTIFICATION: The Financial Status Report must be signed by the Authorized Certifying Official of the organization (usually the Executive Director or Board Chairperson). The name of the person who prepared the report should also be included where indicated on the form.

NOTE: All changes to the approved ESG budget must be approved in advance by the Office of Economic Opportunity. OEO Form 225 B should be used to request budget changes involving moving funds from one line item to another (Example: Move funds from "Supplies and Materials" to "Communications"). Changes within line items must be requested in writing to the Office of Economic Opportunity (Example: Decrease amount budgeted for "Food" and increase amount budgeted for "Office Supplies" reciprocally included in the line item, "Supplies and Materials"). Changes and/or expenditures cannot be made until written verification of OEO approval (signed OEO Form 225B or approval letter) is returned to the organization requesting the change.